

**Rogerstone Primary School PTA**

**Ordinary Meeting**

**3<sup>1st</sup> March 2009**

**19:30 hours**

**Present**

Tracey Withers (Chair); Maria Roberts (Secretary); Louise Wenger; Sharon Grey; Clare Jones; Sarah Knight; Sue Hurn; Paul Seymour (Treasurer); Donna Stone; Sam Yeoman; Liz Miles; Carl Thomas; Sam Lowe; Brad Hughes (Webmaster); Claire Bender; Nicola Slade; Kath Hopkins; Melanie Hurn

**1. Apologies**

Bev Hinder-Thomas, Ruth King, Tracy Williams (Vice Chair), Helen Manson, Alison Palmer, Lynne Morgan, Dave Santer, Claire Payne, Kristie Hanton, Judi Kidger.

**2. Minutes of the last meeting and matters arising**

The minutes of the last meeting were agreed.

**2a) Lottery Licence**

Maria confirmed that the lottery licence has been renewed. Tracey Withers asked if we can do bingo under the terms of this licence but this is not known and would require further investigation.

**2b) Charity Commission**

Although Tracey has come back to Maria to confirm that there was a change in Chair mid-term 2006-7, it is not known when exactly the change took place and this information is required for the Charity Commission return. Maria will upload the information that we have as soon as possible to draw this to a close.

**2c) Easter eggs**

Tracey updated the committee that she had been able to purchase enough Easter eggs for Nursery, Reception, Year 1 and Year 2 within the budget of £40 that was originally agreed for Nursery and Reception. The additional eggs were purchased following a request from the school to provide eggs for Year 1 and Year 2 and Tracey was able to arrange this within the agreed budget. There had been some email discussions about the purchase of Easter eggs and there were dissenting views. It was agreed that this would need further discussion next year.

**2d) 'Bags for life'**

Sarah reported that she had been investigating this project. There are many products available and different options for personalising them including pictures, hand and foot prints etc. The more intricate the detail the greater the cost will be and there are stipulations on minimum orders. Bulk orders are cheaper. A suggestion was put forwards about running this as a competition although it is acknowledged that the winning design needs to be something generic enough to appeal to all school years and it is queried if parents would buy a design that another child has compiled. There is also the option of putting the school crest on a bag. Alternatively, plain bags can be purchased with crayons so that children can each

design their own bag. This option was preferred by the committee although Mrs Miles indicated that building this into class work needs planning, preparation and organisation and is not possible this school year. The potential of taking it forwards to next year as a Mother's Day project was a better suggestion from the school's perspective since there is plenty of time to build it into the curriculum. However, there is no guarantee doing it this way that all parents will pay for their bag and it could therefore incur a loss for the PTA. The possibility of running this as a stall at the fete was raised where plain bags could be purchased which would be cheaper and fabric paints could be sourced alternatively by the PTA for children to do hand and foot prints. There was some concern that this was a messy stall to run at a fete and may take too long to get sufficient numbers of children through. It was suggested that 100 bags as a taster would probably be adequate for our first attempt at this. Sarah will investigate prices of plain bags and report back to the next meeting.

**Action: Sarah Knight**

#### **2e) Jewellery Recycling**

Clare described what she has found out about this project. Envelopes to collect jewellery in any condition are provided and an MP3 player is provided as an incentive. Clare considered that it doesn't appear as though much input and organisation of this is required. An average school earns in the region of £200. Clare indicated that she is happy to coordinate this if the committee agreed to go ahead. No objections were raised.

**Action: Clare Jones**

#### **2f) Local directory**

Maria updated the committee that she was in receipt of feedback from the NCPTA regarding the local directory idea. The NCPTA were very supportive of the idea and intend to publish it as an idea for other PTA's to consider in the Wales region newsletter. They have suggested that we use the words in their suppliers directory as a basis for a disclaimer. Discussion ensued about the potential of advertisers paying to advertise but it was felt that £50 was too dear. It was not felt to be practical to ask advertisers to give a commission since this would rely on a great degree of honesty and chasing up by the PTA. Nicola agreed to look into printing options and designs. Mrs Miles suggested that a calendar over the academic year could be formatted with key school dates in the centre and advertisers around the outside of an A4 page. It was agreed to wait until we have an idea of printing costs before we scope for the level of interest.

**Action: Nicola Slade**

#### **2g) Letter to the Council regarding litter**

Maria reported that she had recently sent a letter to the Council regarding the litter and glass in the car park. The letter has been copied to Mr Watkins, Chair of Governors. Maria agreed to provide Mrs Miles with a copy of the letter.

**Action: Maria Roberts**

#### **2h) Sleigh and thank you letters**

Tracey reported that she had not been able to progress thank you letters and it was agreed that it is too late at this stage to send them and better coordination is needed in the future. Tracey has also not seen Gavin to

discuss the sleigh. Sharon agreed to contact him. Mrs Miles was reassured about storage of a sleigh at an alternative facility.

**Action: Sharon Grey**

### **3. Treasurer's Report**

Paul reported that he and Tracey had been to the bank to sort out his role as Treasurer and signatory. There are 3 bank accounts – 1 deposit account which Tracey and Paul were not aware of that had money in it. There are also 2 current accounts. They suggested closing one account and moving some money into the deposit account where it can earn some interest. This was agreed. There is currently £3,122 in the bank. Discussion led onto what the PTA is fundraising for. Mrs Miles reported that the gym equipment for Year 5 has been very successful, as has the role play equipment and thanked the PTA for the donation which allowed these purchases. There is a play surface on the KS1 outside area which needs resurfacing since it has never been satisfactory. The school have put £20,000 of their budget towards replacing it but are likely to need £60,000. Maria raised that there may be issues with the constitution as PTA funds are not supposed to go towards maintaining the fabric of the building. Mrs Miles also indicated that they would like to be able to provide additional play equipment for KS2 since there are restricted playtime activities for those who don't like football. There was general support for this. Mrs Yeoman agreed to compile a wish list.

### **4. Webmaster's Report**

Brad reported that he has been redesigning the website and there was support for the new look website that was demonstrated on paper. There was discussion regarding a forum or message board which was welcomed although it was agreed that this can only be for discussion purposes rather than a decision-making forum. Brad reported that there will no be additional cost to the new website although a forum may come with a cost. Brad agreed to review free forums. The use of the pta@rogerstoneprimary email address was clarified – emails to this address only go to the committee membership. Emails to the wider group who have signed up for updates can only be sent by Brad.

### **5. Future events/projects**

#### **5a) Summer Fete**

We had initially looked at the 27.06.09 for the fete but that is not now possible as the school premises have been let out to Stagecoach. This means that the school premises are no longer available for the PTA to let at weekends. Mrs Miles indicated that it may be possible to look at the next letting agreement and secure use of the school at a weekend for fete purposes. It was agreed that hosting a fete on other premises was not ideal. It was agreed to run a fete on a Friday following on from the success of the Christmas fete. Friday 3<sup>rd</sup> July was agreed although Tracey reported that she is away on this date. It was agreed that a fete committee needs to be established and ensure that Tracey's knowledge and skills of running a fete are shared with other members. Sarah and Sam agreed to assist Tracey in the preparation of a fete, acknowledging that Tracey will not be available for the actual event. Nicola brought a leaflet advertising go-karts to the attention of the committee and it was suggested that she discuss this further with Tracy Williams who may know this gentleman personally. The assault course idea will be discussed further at a fete meeting.

#### **5b) Summer Discos**

It was agreed to host the discos on 25<sup>th</sup> June and Tracey will book Darren for the disco.

**Action: Tracey Withers**

#### **5c) Quiz Night and hog roast 8<sup>th</sup> May 2009**

Tracey reported that the Redwood Club is booked for the Quiz Night and Clare has provisionally booked the hog roast at £300 to serve 100 people which is last year's prices. The Redwood Club holds 125 people. Some discussion took place about costs and prices of tickets and Tracey advised that the previous Quiz Night cost £70 for the hall and tickets were charged at £3.50 for the Quiz and £3.50 for the curry. Prizes still need to be sought and a Quizmaster booked. Sam suggested that a submeeting should be organised to finalise arrangements and it was agreed that this would take place on 16<sup>th</sup> April at the Redwood Club at 7.30 pm. Sarah agreed to look at a design for tickets.

#### **6. Leaflet for Abba concert and notice board**

Maria thought that a leaflet to hand out to parents at the Abba concert may be useful to continue to raise the profile of the PTA and inform people of forthcoming events. This was agreed and Mrs Miles suggested that the leaflet could be given out with the pamphlet at the concert. Tracey agreed to get leaflets printed. Leaflets will be handed out to KS1 teachers so that those parents also have access to the information. There was some discussion about the notice board in view of the fact that Christmas leaflets are still in there and people are no longer looking at it as the information is out of date. Maria agreed to take on renewing information in the notice board and Tracey needs to handover the key. It was also noted that the blackboards/A boards have not been used recently and may be useful to put back into circulation. Sam agreed to take on responsibility for getting the A boards into use.

**Action: Sam Lowe, Maria Roberts, Tracey Withers**

#### **7. AOB**

##### **7a) Future dates planning**

Tracey wished to consider dates for future events including 24 or 25<sup>th</sup> September 09 for an event - possibly a family event. Maria wondered if this is too early into the new school year to have an event organised and Mrs Miles indicated that year 6 will be at Gilwern. The 11<sup>th</sup> December was suggested for the Christmas fete. Discos could be held on 3<sup>rd</sup> December. A Quiz Night could be held on 26<sup>th</sup> February 2010 but it was queried if this is too soon after Christmas. It was also suggested that a different type of event should be considered and Mrs Miles asked if a Race Night had been considered. Tracey suggested that gift events could be held for Mother and Father's Day but Maria indicated that care needs to be taken to ensure that we are not trading. It was agreed that it is too far in advance to look at dates for a Summer fete 2010.

##### **7b) Cake Sales**

Nicola reported that she is aware of a school in Banbury who run cake sales where pupils bring in homemade cakes to sell and each individual class keep the money raised. There was general support for this idea, particularly for KS1 but the cakes would have to be donated ready-made items rather than homemade from a health and safety perspective. It

was agreed that this would be discussed at the Redwood meeting on 16<sup>th</sup> April with a view to taking it forwards in September 09.

**7c) Communications**

Brad wished to check that everyone present had received papers via the pta@rogerstoneprimary email address. This was confirmed although there seems to be a problem with Mandy Johnson's email address. Maria is to check this.

**Action: Maria Roberts**

**7d) NCPTA fundraising 50p trail and join in day**

Maria informed the committee of an NCPTA join in day on June 9<sup>th</sup> where they are encouraging local PTA's to participate with a trail of 50p pieces that you then keep. More information was needed.

**Action: Maria Roberts**

**Date and time of next meeting:**

**Quiz Night subcommittee meeting, 16.04.09, 7.30 pm, Redwood Club  
And**

**Ordinary meeting, Tuesday 05.05.09 7.30pm, School**